

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1859     **TITLE:** NETWORK/TELECOMMUNICATIONS ANALYST IV  
**GRADE:** S-31

**DEFINITION:**

Under general supervision, supervises network/telecom analysts and technicians operating at all levels of the organization, assigns work, establishes priorities, and assures the availability of resources; provides help desk problem resolution assistance; or serves as senior technical resource for all planning, installation, relocation, service upgrade, and de-installation projects; analyzes network and communication systems capacities and capabilities and conducts cost-benefit analysis; provides leadership in the development and design of new systems; maintains a level of knowledge and expertise sufficient to maintain operating systems at their most efficient level; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This advanced/supervisory level network/telecommunications analysis work is distinguished from the Network/Telecommunications Analyst III by the performance of work that includes full supervisory responsibility and/or focuses on whole systems, long-range planning, and anticipation of future needs based on new existing or anticipated technological development. Incumbents perform highly complex analyses and technical tasks involving assignment and coordination of staff and/or consideration of state-of-the-art developments.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, coordinates, assigns, and evaluates the work of subordinate analysts and technicians;

Provides work counseling and training as needed;

Oversees network/telecommunication system and service performance in support of business activities, service requests, and projects;

Assures effective system performance and proper maintenance;

Evaluates and establishes system operational policies and procedures;

Develops and implements competitive bidding for services and equipment;

Oversees vendor/contractor services;

Reviews and approves technical proposals and cost estimates for vendor/contractor provided services;

Negotiates time frames and assigns/schedules staff;

Oversees inspection, correction, acceptance, and continuing maintenance of vendor/contractor work;

Coordinates projects and activities among County staff, outside vendors/contractors, and agency management;

Provides technical assistance and consulting support to staff and other agencies with regard to solutions to program needs and business activities;  
Prepares budget estimates and cost-benefit analyses of services and products;  
Reviews, analyzes, and interprets relevant tariffs, regulations, acts, and laws;  
Presents facts and resulting requirements to higher management;  
Makes recommendations regarding regulatory issues;  
Prepares, recommends, maintains, and implements short and long-term strategic plans for network and telecommunications services;  
Evaluates and implements the use of new technologies;  
Evaluates existing systems for cost and operational effectiveness;  
Evaluates existing infrastructure and inventories of services, hardware and software and develops replacement, upgrade, and consolidation methodologies into short- and long-term strategic plans; Researches alternatives and prepares written recommendations and briefings for higher management to promote optimum utilization of system services and staff;  
Oversees after hours installation and/or repair activities;  
Represents the agency and/or County at committee and task force meetings involving other agencies;  
Provides technical assistance and resources to other staff as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of data and voice communications protocol and industry standards such as internet, intranet, internet security, frame relay, and data network;  
Thorough knowledge of communications network management and router configuration;  
Thorough knowledge of a wide variety of hardware and software, cabling, power requirements, ancillary equipment, and other items related to network operations and telecommunications systems;  
Knowledge of competitive bidding process and role of technical contract management;  
Knowledge of budgeting and cost-benefit analysis;  
Considerable knowledge of new developments in technology related to network and telecommunications systems;  
Ability to plan, organize, coordinate, assign, and evaluate the work of subordinate staff;  
Ability to plan, schedule, coordinate and manage studies, special projects, and assignments;  
Ability to evaluate and make recommendations on different hardware and software packages;  
Ability to provide guidance, training, and technical assistance to users and other staff;  
Ability to evaluate, oversee, monitor, and maintain network and telecommunications operations;  
Ability to communicate effectively, both orally and in writing;  
Ability to assist users in solving systems problems;  
Ability to translate technical terminology into terms understandable to non-technical personnel;  
Ability to establish and maintain effective business relationships.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Possession of an associate's degree in computer science, electrical engineering, electronics, or a related field; PLUS

Five years' network and/or telecommunications experience; OR

A bachelor's degree in such fields; PLUS

Three years' experience in network or telecommunications system design, analysis, installation, and troubleshooting, including some supervisory experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED:      May 24, 1999